

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance



Office of Procurement

Office Work Instruction

## Develop and Publish Regulations and Guidance

Approved by: \_\_\_\_\_

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Associate Administrator for Procurement

Responsible Office: Code H/ Office of Procurement  
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## DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		01/12/00	
Revision	a	04/10/00	Modified flowcharts and text to enhance clarity (non-substantive changes). Changed symbology to align with recommendations in HCP 1400-1. Modified the numbering of process steps. Eliminated one unnecessary quality record.
Revision	b	05/10/00	Modified text in steps 6.23, 6.55 and 6.60 to reflect a change in the posting process for PIC's, PN's and updating the electronic version of the regulations.

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

## **1. Purpose**

This Office Work Instruction (OWI) defines the process for developing and issuing formal procurement policy guidance and changes to the NASA FAR Supplement (NFS) and the Grant and Cooperative Agreement Handbook.

## **2. Scope and Applicability**

### **2.1 Scope**

This OWI applies to the NASA FAR Supplement (NFS), Procurement Notices (PN), Procurement Information Circulars (PIC), Grant and Cooperative Agreement Handbook, Grant Notices (GN) and Grant Information Circulars (GIC).

### **2.2 Applicability**

This OWI is applicable to all Code H organizations

## **3. Definitions**

3.1 AA. Associate Administrator

3.2 Abstract. Provides a brief summary of a proposed change to the NFS.

The abstract identifies the –

- Title of Proposed Change,
- Analyst,
- Brief Description,
- Issue/Problem Intended to Address,
- Alternatives,
- Impact on field personnel and acquisition process,
- Expected Benefits,
- Required Coordinations, and
- Case Number.

3.3 CFR. Code of Federal Regulations.

3.4 Case Log. An internal tracking system used by the NFS Manager to track completed and active actions which result in changes to the NFS or Grant and Cooperative Agreement Handbook or will result in issuance of

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

- Guidance in the form of PICs or GICs. Access is password protected and limited to the NFS Manager.
- 3.5 Certifying Officer. Individual within Code H identified to the Director of the Federal Register as the Agency Certifying Officer for documents sent to the Federal Register.
- 3.6 DAA. Deputy Associate Administrator
- 3.7 DD. Division Director
- 3.8 FAR. Federal Acquisition Regulation.
- 3.9 FRFA. Final Regulatory Flexibility Analysis.
- 3.10 GAO. General Accounting Office
- 3.11 GIC. Grant Information Circular – used for internal dissemination of information and directives not suitable for inclusion in the Grant and Cooperative Agreement Handbook.
- 3.12 GN. Grant Notice – used to transmit changes to the Grant and Cooperative Agreement Handbook.
- 3.13 Guidance File. This file consists of –  
-Original signed PIC or GIC,  
-Routing Slip,  
-Any concurrence required, and  
-Copy of NASA HQ Printing and Reproduction Requisition (NHQ Form 51).
- 3.14 IRFA. Initial Regulatory Flexibility Analysis. Guidelines for determining the need for an IRFA are contained in 5 U.S.C. 609.
- 3.15 NFS. National Aeronautics and Space Administration (NASA) Federal Acquisition Regulation (FAR) Supplement.
- 3.16 NFS Curator. A designated individual within Code H responsible for maintaining the official versions of the NFS, Grant and Cooperative Agreement Handbook, PNs, PICs, GNs, and GICs.
- 3.17 NFS Manager. A designated individual within Code H responsible for managing changes to the NFS, Grant and Cooperative Agreement Handbook, PICs and GICs

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

- 3.18 NHQ Form 51. NASA Headquarters Printing and Reproduction Requisition.
- 3.19 OFPP. Office of Federal Procurement Policy
- 3.20 OIRA. Office of Information and Regulatory Affairs.
- 3.21 OIRA Clearance Request. Provides a brief summary of a proposed change to the NFS. The clearance request identifies the –  
-Department/Regulatory Component,  
-Title,  
-Significance,  
-Upcoming Action,  
-Planned Submission/Publication Date,  
-Regulatory Identifier Number,  
-Statutory/Judicial Deadline,  
-Description, and  
-Contact.
- 3.22 OMB. Office of Management and Budget
- 3.23 OMB Form 83-1. Paperwork Reduction Act Submission.
- 3.24 Paperwork Reduction Coordinator. Code H designated individual responsible for coordinating and reporting all Code H Paperwork Reduction Act actions.
- 3.25 PIC. Procurement Information Circular – used for internal dissemination of procurement-related information and directives not suitable for inclusion in the NFS.
- 3.26 PIC/GIC Approval Package. Package submitted to obtain the approval and signature of the Code HK DD or AA or DAA for Code H. This package consists of –  
-Routing slip,  
-Proposed PIC/GIC,  
-Consolidated comments (if any) and disposition,  
-Memo for the Record if appropriate, and  
- NHQ Form 51.
- 3.27 PN. Procurement Notice - used to transmit changes to the NFS.
- 3.28 Publication Package. Package submitted to the Federal Register for publication. This package consists of –  
-Original signed Federal Register Notice,  
-Two certified copies of the Federal Register Notice,

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

- Diskette in ASCII of the Federal Register Notice, and
- Transmittal/certifying letter signed by the Certifying Officer.

3.29 Regulation Approval Package. Package submitted to obtain the approval and signature of the AA or DAA for Code H. This package consists of --

- Routing Slip
- Proposed Federal Register Notice
- Consolidated comments (if any) and disposition memo.
- All required concurrences
- Abstract
- OIRA Clearance
- OMB Form 83-1 (if applicable),
- Regulatory Flexibility Analysis (if applicable), and
- Copies of Letters to House, Senate, and GAO. (These letters are added to the package by the NFS Manager only when the rule is either an interim or final rule.)

3.30 Regulation File. This file consists of --

- Original signed PN or GN,
- Copy of Letter to Federal Register forwarding original and certified copies of Federal Register Notice and certifying that diskette is a "Certified True Copy of the Original,"
- Certified copy of the signed Federal Register Notice,
- Copy of published Federal Register Notice,
- Routing Slip,
- Any concurrence required,
- OMB Form 83-1 (if applicable),
- Regulatory Flexibility Analysis (if applicable),
- Abstract,
- OIRA Clearance,
- Copies of Letters to House, Senate, GAO, (for interim and final rules only), and
- Copy of NHQ Form 51.

3.31 RFA. Regulatory Flexibility Act. 5 U.S.C. 601 through 612. 5 U.S.C. 609 contains guidelines for determining the need to conduct an IRFA.

3.32 Rule. A proposed or actual change in the Agency's regulations in the Code of Federal Regulations (CFR). All changes to the regulations must be published in the Federal Register in accordance with FAR Part 1. Each action published is referred to as a rule. There are three types of rules:  
Final – Provides notice of change without a comment period. Final rules may be a result of either an interim or proposed rule that has already been published for public comment in the Federal Register and is being adopted

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

as final and may include further amendments. A change can also be issued as a Final Rule if it does not represent (1) a significant cost or administrative impact on contractors or offerors, or (2) a significant effect beyond the internal operating procedures of the Agency.

Interim – Urgent and compelling circumstances make solicitation of comments impracticable prior to the effective date of the coverage. The coverage is temporary and provides for at least a 30 day comment period. An interim rule is usually followed by a final rule which adopts the interim rule with/without changes.

Proposed - Provides notice of a contemplated change and requests public comment. Proposed rules may have a significant cost or administrative impact on contractors or offerors, or significant effect beyond the internal operating procedures of the Agency.

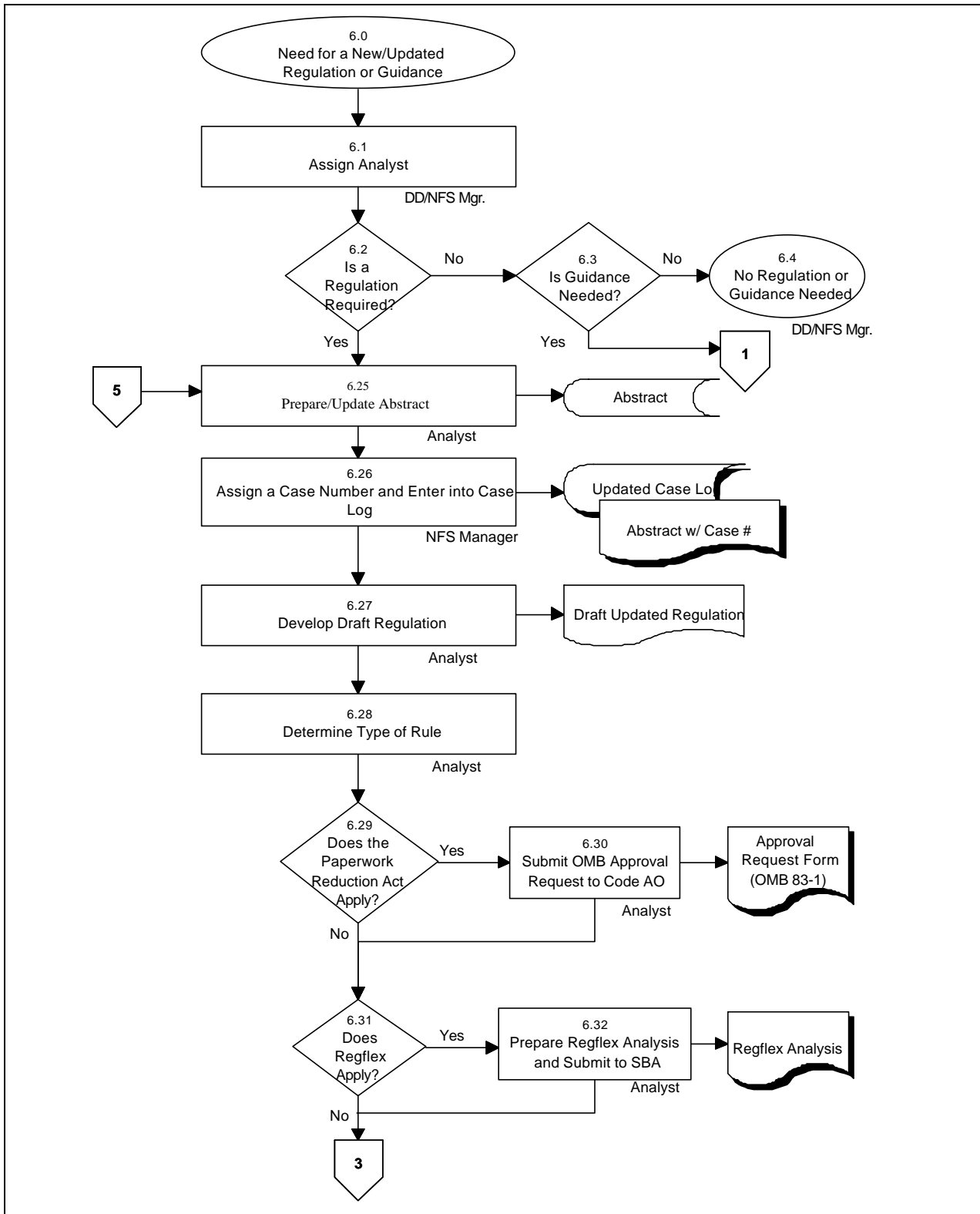
### 3.33 SBA. Small Business Administration

## 4. References

- 4.1 FAR, <http://www.arnet.gov/far/>
- 4.2 Federal Register Drafting Guide, <http://www.nara.gov/fedreg/ddhread.html>
- 4.3 NPG 1000.2, NASA Strategic Management Handbook, <http://nodis.hq.nasa.gov>
- 4.4 NPG 5800.1D, Grant and Cooperative Agreement Handbook, <http://ec.msfc.nasa.gov/hq/grcover.htm>
- 4.5 NFS, <http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>
- 4.6 GIC, <http://ec.msfc.nasa.gov/hq/gic/gic.html>
- 4.7 GN, <http://ec.msfc.nasa.gov/hq/grantnotices/GrantNotices.html>
- 4.8 OFPP, <http://www.arnet.gov/Library/OFPP/PolicyLetters/>
- 4.9 PIC, <http://www.hq.nasa.gov/office/procurement/regs/pic.html>
- 4.10 PN, <http://www.hq.nasa.gov/office/procurement/regs/pn.html>
- 4.11 NASA Procurement Library, <http://ec.msfc.nasa.gov/hq/library/library.html>
- 4.12 U.S. Code, <http://uscode.house.gov/usc.htm>

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

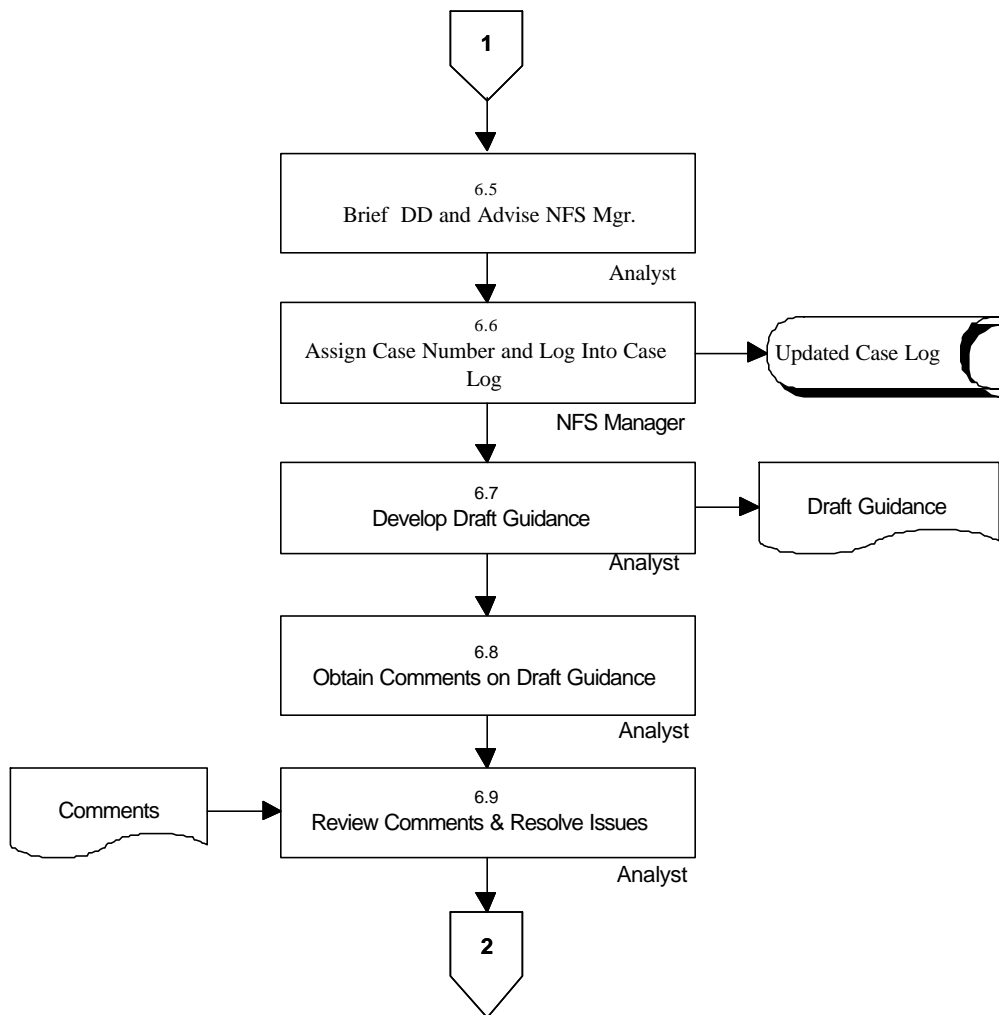
## 5. Flowchart





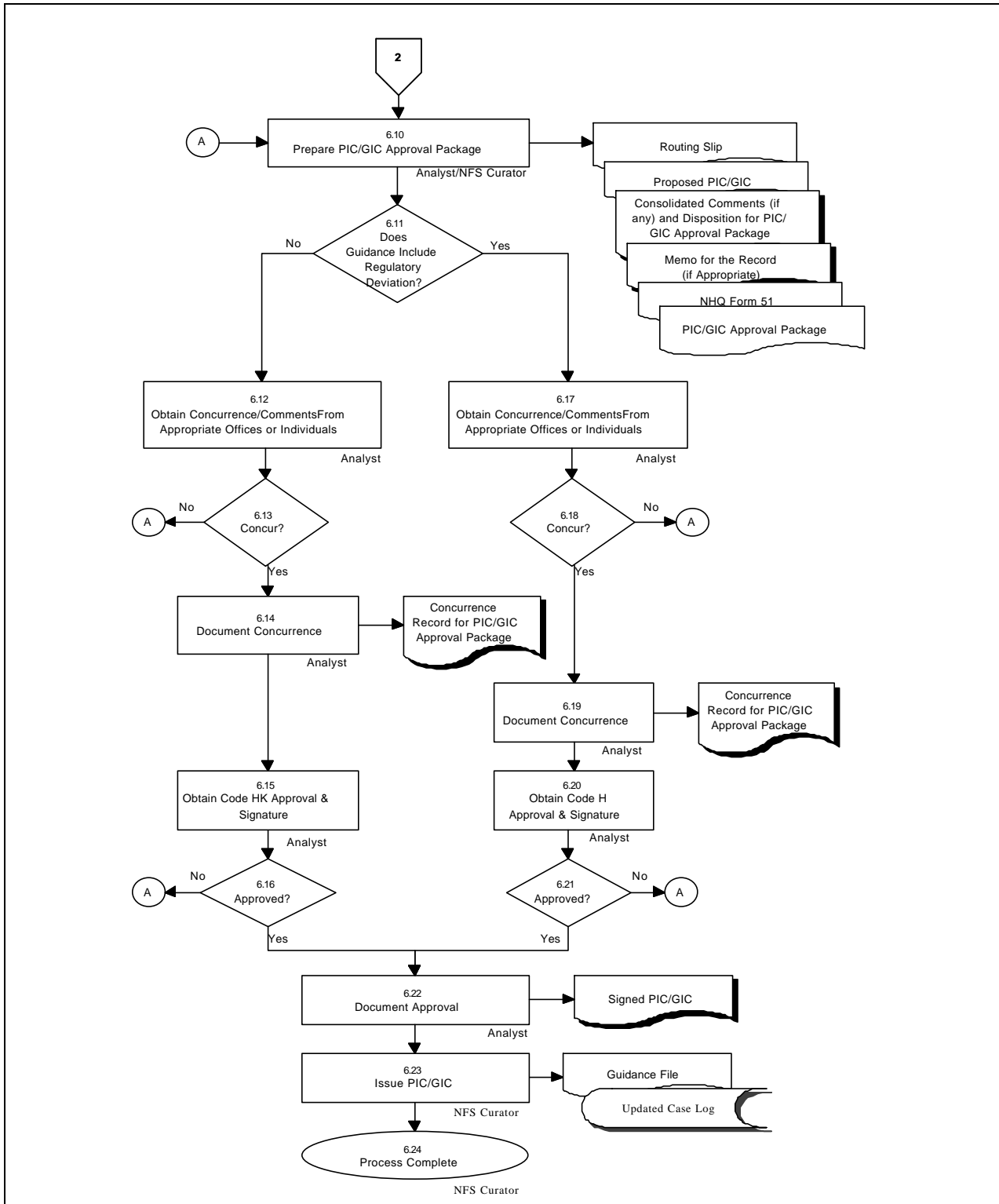
Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

## Flowchart – continued



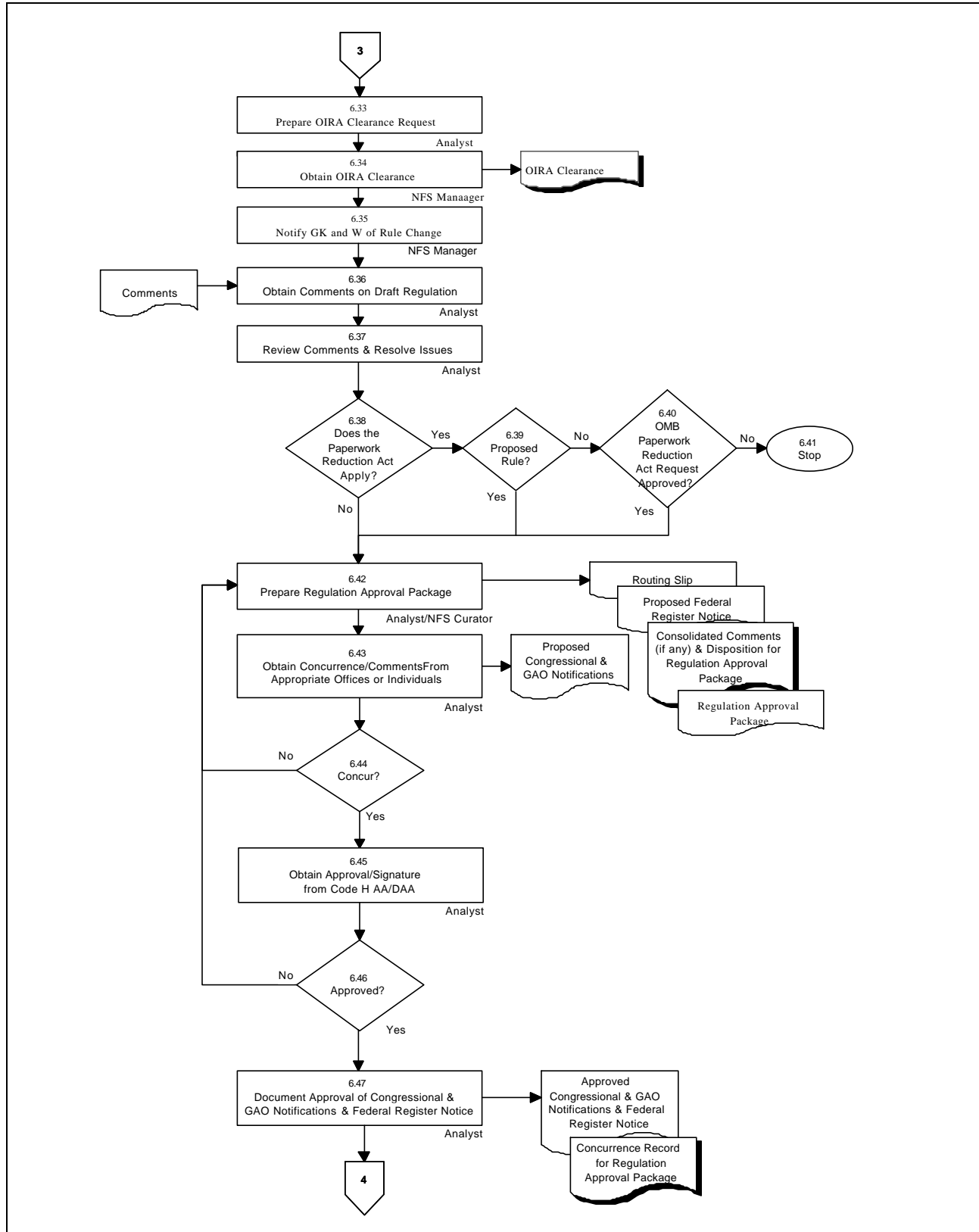
Responsible Office: Code H/ Office of Procurement  
 Subject: Develop & Publish Regulations & Guidance

## Flowchart – continued



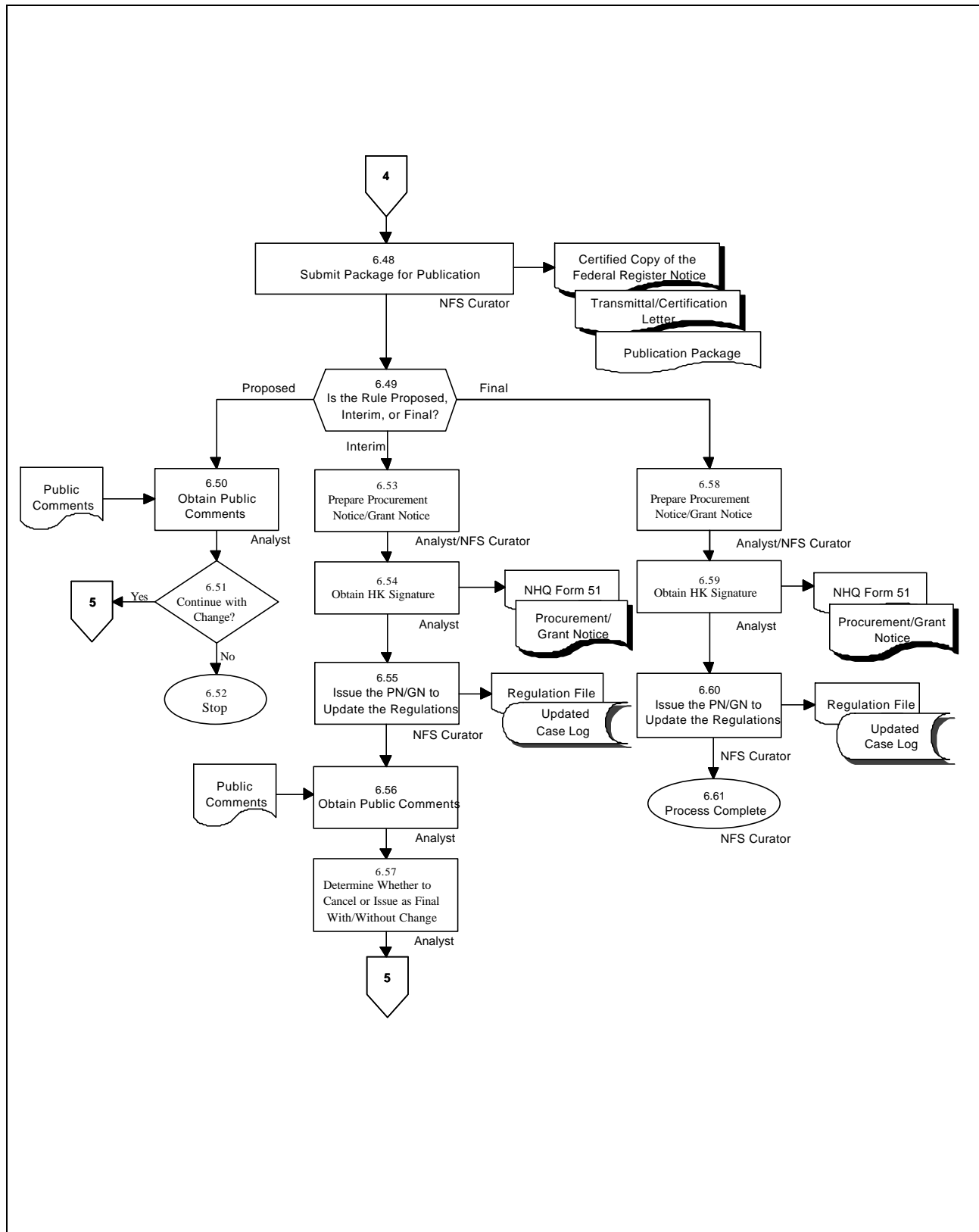
Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

## Flowchart – continued



Responsible Office: Code H/ Office of Procurement  
 Subject: Develop & Publish Regulations & Guidance

## Flowchart – continued



Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

## 6. Procedure

	Actionee	Action
6.0	DD/NFS Manager	The potential need for new or updated regulations and/or guidance is identified. This need may result from changes in the FAR, OMB policy issuances, GAO decisions, IG reports, or agency policy recommendations.
6.1	DD/NFS Manager	Assign analyst to review the potential change. Assignment of the analyst is based on assigned areas of the NFS and division areas of responsibility.
6.2	Analyst	Analyze the potential change and discuss with DD or NFS Manager to determine whether a change to the regulations is required. This analysis should also reveal whether deviation from the FAR is required and the need for new or updated forms. If no change to the regulations is required, go to step 6.3. If a change to the regulations is required, go to step 6.25.
6.3	Analyst	Determine whether guidance (PIC/GIC) required. If guidance is not required, go to step 6.4, which ends the process. If guidance is required, follow steps 6.5 through 6.24.
6.4	DD/ NFS Manager	No regulation or guidance needed. Process stops.
		<b>GUIDANCE SUBFLOW</b>
6.5	Analyst	Brief DD and provide the following information to the NFS Manager for assignment of a case number: Title, Purpose, Impact, and Required Coordination.
6.6	NFS Manager	Assign a PIC/GIC case number and log into internal case log tracking system.
6.7	Analyst	Develop draft guidance based on analyst's knowledge and experience, using the format from previous guidance documents.
6.8	Analyst	Obtain comments from required coordination offices identified in Step 6.5.
6.9	Analyst	Review comments, and resolve issues, as required. If a non-concurrence is received, negotiate with the originator to resolve the issue.
6.10	Analyst/ NFS Curator	The analyst revises the text of the PIC/GIC and provides it to the NFS Curator for final formatting, assignment of PIC or GIC number, and preparation of

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

		NASA HQ Printing and Reproduction Requisition, NHQ Form 51. The NFS Curator provides the PIC/GIC to the Analyst for review for accuracy. The Analyst will prepare the PIC/GIC Approval Package. The PIC/GIC Approval Package should be included in the Guidance File.
6.11	Analyst	Determine whether guidance includes a deviation to the FAR or NFS as defined in FAR Subpart 1.4. If yes, go to Step 6.17. If no, go to Step 6.12.
6.12	Analyst	Submit package (hardcopy) through the NFS Manager for Code HK DD approval. Additional concurrence may be required based on the complexity of the change, affected organizations, and the analyst's assigned organization. Any additional concurrence should be obtained before submitting to NFS Manager.
6.13	Appropriate Office or Individuals NFS Manager	Review for soundness, accuracy and completeness. Concur or non-concur. If concurrence received, go to Step 6.14. If non-concurrence received, go to Step 6.10. If negotiations by the analyst cannot resolve the non-concurrence received from another office, proceed in accordance with direction from DD.
6.14	Analyst	Document concurrence. Concurrence may be in the form of an e-mail response, annotation of verbal concurrence, or signature on a routing slip or copy of the proposed guidance.
6.15	Analyst	Submit (hardcopy) to Code HK DD for approval and signature.
6.16	Code HK DD	Review for accuracy and completeness. If approved, go to Step 6.22. If disapproved, go to Step 6.10
6.17	Analyst	Submit package (hardcopy) through the NFS Manager and obtain Code HK DD concurrence. Additional concurrence may be required based on the complexity of the change, affected organizations, and the analyst's assigned organization. Any additional concurrence should be obtained before submitting to NFS Manager. Concurrence may be in the form of an e-mail response, annotation of verbal concurrence, or signature on a routing slip or copy of the proposed guidance.
6.18	Code HK DD	Review for soundness, accuracy and completeness. Concur or non-concur. If concurrence received, go to Step 6.19. If non-concurrence received, go to Step 6.10. If negotiations by the analyst cannot resolve the non-concurrence received from another office, proceed in accordance with direction from DD.

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

6.19	Analyst	Document concurrence. Concurrence may be in the form of an e-mail response, annotation of verbal concurrence, or signature on a routing slip or copy of the proposed guidance.
6.20	Analyst	Obtain AA/DAA approval and signature.
6.21	AA/DAA	Review for soundness, accuracy and completeness. Approve or disapprove. If approved, go to Step 6.22. If disapproved, go to Step 6.10.
6.22	Analyst	Document approval. Approval is signature on the PIC or GIC.
6.23	NFS Curator	Upon receipt of the signed PIC or GIC, issue the PIC or GIC and file the official copy of the approved Guidance File. Issuance of the PIC or GIC includes – (1) Forwarding the approved document including distribution labels to Code CIP for printing and distribution; (2) Posting the PIC to the web site contained in the NASA Procurement Library; and (3) Forwarding an electronic version of the GIC to MSFC for posting to the web site contained in the NASA Procurement Library. (See Reference Section for URLs) The outcomes of this step are the Guidance File as detailed in section 3, Definitions, and update of case log. The case log is generally updated as events occur. Interim updates do not have to occur immediately.
6.24	NFS Curator	Process complete.
		<b>RETURN TO MAIN FLOW</b>
6.25	Analyst	Prepare abstract of the proposed regulatory change and submit electronically to NFS Manager for assignment of a case number.
6.26	NFS Manager	Review abstract for completeness and accuracy. Assign a case number, suggest any clarifying language and return abstract to the analyst. The analyst should include a copy of the abstract in the Regulation Approval Package. Once a case number is assigned, update the case log.
6.27	Analyst	Develop draft regulation. Based on the complexity of the issues involved, initial development of the draft may require coordination with other HQ offices and/or field installations.

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

6.28	Analyst	Determine whether the change to the regulations should be treated as a final, interim, or proposed rule based on their definitions included in Section 3.
6.29	Analyst	Determine whether the Paperwork Reduction Act (44 USC 3501) applies to the regulation change. The regulations implementing the Act are at 5 CFR 1320. If the Act does not apply, go to step 6.31. If the Act applies go to step 6.30.
6.30	Analyst	Complete OMB Form 83-I and supporting documentation in accordance with the instructions contained in the form. Forward the completed form and supporting documentation to Code AO through the Code H Paperwork Reduction Coordinator. Code AO completes the notification process required by the Paperwork Reduction Act and advises Code H of OMB's disposition of the request. The outcome of this step is a completed OMB Form 83-1. A copy of the completed form should be included in the Regulation Approval Package.
6.31	Analyst	Determine whether the Regulatory Flexibility Act (RFA) (5 U.S.C. 601 through 612) applies. If the RFA applies, go to step 6.32. If the RFA does not apply, go to step 6.33.
6.32	Analyst	Prepare an IRFA if the change is an interim or proposed rule. A FRFA (5 U.S.C. 604) is prepared before issuance of a final rule resulting from either an interim or proposed rule in which an IRFA was performed or public comments were received on the RFA whether or not an IRFA had been performed. The outcome of this step is an IRFA or FRFA dependent on the type of rule. The IRFA/FRFA is submitted (hardcopy) to SBA when the rule is submitted for publication (see Step 6.48). SBA comments will be submitted along with the public comments on the published interim or proposed rule and will be included in the disposition of comments (see Steps 6.50 and 6.56). A copy of the IRFA and FRFA should be included in the Regulation Approval Package.
6.33	Analyst	Prepare an OIRA clearance request and forward electronically to the NFS Manager. All rules regardless of type must be cleared by OIRA before publication. Rules that meet the regulatory definition of significant (Executive Order 12866) may receive a full OIRA review. Generally, NASA's rules do not fall within this



Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

		category. Unless a rule is significant, only a summary level clearance request is sent to OIRA. The clearance request should explain the change at a summary level so a reviewer unfamiliar with NASA will understand what is being changed.
6.34	NFS Manager	Review clearance request for completeness, accuracy and clarity and email to OIRA for approval. Provide an electronic copy of the request to the analyst. Coordinate any additional information requested by OIRA to complete its review and obtain its approval. OIRA clearance can be assumed if no response is received within ten business days. Upon receipt of the clearance, email a copy to the analyst for inclusion in the Regulation Approval Package. OIRA clearance is generally provided via e-mail. If OIRA rejects the clearance request and the rejection cannot be resolved, the process ends.
6.35	NFS Manager	Notify Codes GK and W of the change concurrently with the request for OIRA clearance. Code W will within two business days of receipt of notification, advise Code HK if they want to see the rule. Any comments on the rule should be provided within two business days after receipt of the rule. If Code W does not want to see the rule, no response is required. In the event comments are received from Code W relative to a final rule which was not previously published as a proposed or interim rule, Code H will address these comments prior to publication in the Federal Register. In the event comments are received relative to proposed or interim rules (rules which require comment periods), Code H may proceed with the Federal Register publication of the rule and address any Code W comments during the public comment period.
6.36	Analyst	Obtain comments on draft regulation change from required coordination offices identified in 6.25.
6.37	Analyst	Review comments, and resolve issues, as required. If a non-concurrence is received, negotiate with the originator to resolve the issue.
6.38	Analyst	Determine whether the Paperwork Reduction Act applies to the regulation change. If the Act does not apply, go to step 6.42. If the Act applies, go to step 6.39.
6.39	Analyst	Is this a proposed rule. If yes, go to step 6.42. If no, go to step 6.40.

Responsible Office: Code H/ Office of Procurement  
 Subject: Develop & Publish Regulations & Guidance

6.40	Analyst	Determine whether the OMB Paperwork Reduction Act Request submitted in step 6.30 has been approved. If approved or conditionally approved, go to step 6.42. If request is disapproved, go to step 6.41, which ends the process.
6.41		Process stops.
6.42	Analyst/ NFS Curator	The analyst prepares a revised draft, if necessary as a result of comments, of the changes in line-in/line-out format and the introductory portion of the Federal Register Notice; provides it to the NFS Curator for preparation of the Federal Register Notice in the format prescribed in the Federal Register Drafting Guide (see Reference Section for URL). The NFS Curator returns the formatted Federal Register Notice to the analyst for review and inclusion in the Regulation Approval Package. The Analyst prepares the Regulation Approval Package. The outcome of this step is a Regulation Approval Package as detailed in section 3, Definitions.
6.43	Analyst	Submit Regulation Approval Package (hardcopy) through the NFS Manager for concurrence by the Code HK DD. Additional concurrence may be required based on the complexity of the change, affected organizations, and the analyst's assigned organization. Any additional concurrence should be obtained before submitting to NFS Manager. If a non-concurrence received from another office cannot be resolved by the analyst, proceed in accordance with direction from DD. If this is a final or interim rule, the NFS Manager will prepare and include in the file, notification letters to the Speaker of the House, President of the Senate, and The General Counsel of GAO for AA/DAA approval and signature. Notification to the House, Senate, and GAO is required by 5 U.S.C. 801.
6.44	Code HK DD and Appropriate Offices or Individuals	Review for soundness, accuracy and completeness. Concur or non-concur. If concurrence received, go to Step 6.45. If non-concurrence received from Code HK DD, go to Step 6.42. Concurrence may be in the form of an e-mail response, annotation of verbal concurrence, or signature on a routing slip or copy of the proposed regulation change. This concurrence is a part of the "Concurrence Record for the Regulation Approval Package" quality record.
6.45	Analyst	Obtain AA/DAA approval and signature of the Federal Register Notice and letters of notification to the House,

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

		Senate, and GAO if appropriate.
6.46	AA/DAA	Review for soundness, accuracy and completeness. Approve or disapprove. If approved, go to Step 6.47. If disapproved, go to Step 6.42.
6.47	Analyst	Document approval of Federal Register Notice and Congressional & GAO Notifications. Approval is documented by signature on the documents. Upon approval by the AA/DAA, the package is forwarded (hardcopy) to the NFS Curator for preparation for publication. The outcome of this step is a signed Federal Register Notice, and signed notification letters to the House, Senate, and GAO if this is a final or interim rule.
6.48	NFS Curator	Upon receipt of the signed Regulation Approval Package, prepare and submit for signature/certification by the Certifying Officer 5 copies of the Federal Register Notice; a diskette in ASCII format of the Federal Register Notice; and a letter that certifies that the diskette is a "Certified True Copy of the Original" of the Federal Register Notice. Upon signature of the Certifying Officer, handcarry the Publication Package to the Federal Register. Provide the analyst and NFS Manager a copy of the certified Federal Register Notice, include one copy in the Regulation File, and mail the Congressional and GAO notification letters, with a courtesy copy to Code LB. The outcome of this step is the publication package as detailed in section 3, Definitions. A copy of this package shall be included in the Regulation File.
6.49	NFS Curator	If a proposed rule, go to Step 6.50. If an interim rule, go to Step 6.53. If a final rule, go to Step 6.58.
6.50	Analyst	Obtain and review public comment and coordinate disposition.
6.51	Analyst	Based on the comments received, determine whether to continue processing the change. If the decision is yes, go to Step 6.25. If the decision is no, go to Step 6.52, which ends the process. A decision not to proceed with the change normally requires concurrence of the DD.
6.52		Process stops
6.53	Analyst/ NFS Curator	Based on the Publication Package, the NFS Curator prepares the PN/GN for signature by the Code HK DD. NFS Curator prepares NHQ Form 51 and routing slip and provides them with the PN/GN to the Analyst for review for accuracy of the PN/GN. The PN/GN

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

		includes change pages to the NFS and Grant and Cooperative Agreement Handbook.
6.54	Analyst	Submit the PN/GN (hardcopy) through the NFS Manager and obtain Code HK DD approval and signature.
6.55	NFS Curator	Issue the PN or GN to update the regulation and file the office copy of the Regulation Package. Issuance of the PN or GN includes – (1) Forwarding the approved document including distribution labels to Code CIP for printing and distribution; (2) Posting the PN to the web site contained in the NASA Procurement Library; (3) Updating the electronic version of the regulations contained in the NASA Procurement Library; and (4) Forwarding an electronic version of the approved GN to MSFC for posting to the web site contained in the NASA Procurement Library. (See Reference Section for URLs) The outcomes of this step are the Regulation File and updated Case Log. The Regulation File is detailed in section 3, Definitions.
6.56	Analyst	Obtain and review public comment and coordinate disposition.
6.57	Analyst	Based on comments received, determine whether to cancel the interim rule or issue as a final rule with or without changes. Regardless of decision, go to Step 6.25 to initiate a new rule to complete the action.
6.58	Analyst/ NFS Curator	Based on the Publication Package, the NFS Curator prepares the PN/GN for signature by the Code HK DD. NFS Curator prepares NHQ Form 51 and routing slip and provides them with the PN/GN to the Analyst for review for accuracy of the PN/GN. The PN/GN includes change pages to the NFS and Grant and Cooperative Agreement Handbook.
6.59	Analyst	Submit the PN/GN (hardcopy) through the NFS Manager and obtain Code HK DD approval and signature.
6.60	NFS Curator	Issue the PN or GN and file the office copy of the Regulation Package. Issuance of the PN or GN includes -- (1) Forwarding the approved document including distribution labels to Code CIP for printing and distribution; (2) Posting the PN to the web site contained in the

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

		<p>NASA Procurement Library;</p> <p>(3) Updating the electronic version of the regulations contained in the NASA Procurement Library; and</p> <p>(4) Forwarding an electronic version of the approved GN to MSFC for posting to the web site contained in the NASA Procurement Library.</p> <p>(See Reference Section for URLs).</p> <p>The outcomes of this step are the Regulation File and updated Case Log. The Regulation File is detailed in section 3, Definitions.</p>
6.61	NFS Curator	Process complete.

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Updated Case Log	Code HK NFS Mgr.	Code H NFS Mgr.	Electronic	Schedule 1, Item 78C [1442]	Destroy or Delete When No Longer Needed
Consolidated Comments (if any) and Disposition for PIC/GIC Approval Package	Code HK DD	Code H Analyst Working File Until Filed in Guidance File	Hardcopy	Schedule 5, Item 6. [5101]	Retire to FRC When No Longer Needed for Reference. Destroy When 25 Years Old
Memo for the Record (if Appropriate)	Code HK DD	Code H Analyst Working File Until Filed in Guidance File	Hardcopy	Schedule 5, Item 6. [5101]	Retire to FRC When No Longer Needed for Reference. Destroy When 25 Years Old
Concurrence Record for PIC/GIC Approval Package	Code HK DD	Code H Analyst Working File Until Filed in Guidance File	Hardcopy	Schedule 5, Item 6. [5101]	Retire to FRC When No Longer Needed for Reference. Destroy When 25 Years Old
Signed PIC/GIC	Code HK DD	Code HK Division Files	Hardcopy	Schedule 5, Item 6. [5101]	Retire to FRC When No Longer Needed for Reference. Destroy When 25 Years Old
Abstract w/ Case #	Code HK DD	Code H Analyst Working File Until Filed in Regulation File	Hardcopy	Schedule 5, Item 6. [5101]	Retire to FRC When No Longer Needed for Reference. Destroy When 25 Years Old
Approval Request Form (OMB Form 83-1)	Code HK DD	Code H Analyst Working File Until Filed in Regulation File	Hardcopy	Schedule 5, Item 6. [5101]	Retire to FRC When No Longer Needed for Reference. Destroy When 25 Years Old
Regflex Analysis	Code HK DD	Code H Analyst Working File Until Filed in Regulation File	Hardcopy	Schedule 5, Item 6 [5101].	Retire to FRC When No Longer Needed for Reference. Destroy When 25 Years Old
OIRA Clearance	Code HK DD	Code H Analyst	Hardcopy	Schedule 5, Item 6.	Retire to FRC When No Longer Needed for

Responsible Office: Code H/ Office of Procurement  
Subject: Develop & Publish Regulations & Guidance

		Working File Until Filed in Regulation File		[5101]	Reference. Destroy When 25 Years Old
Consolidated Comments (if any) & Disposition for Regulation Approval Package	Code HK DD	Code H Analyst Working File Until Filed in Regulation File	Hardcopy	Schedule 5, Item 6 [5101]	Retire to FRC When No Longer Needed for Reference. Destroy When 25 Years Old
Concurrence Record for Regulation Approval Package	Code HK DD	Code H Analyst Working File Until Filed in Regulation File	Hardcopy	Schedule 5, Item 6, [5101]	Retire to FRC When No Longer Needed for Reference. Destroy When 25 Years Old
Certified Copy of the Federal Register Notice	Code HK DD	Code HK Division Files	Hardcopy	Schedule 5, Item 6, [5101]	Retire to FRC When No Longer Needed for Reference. Destroy When 25 Years Old
Transmittal Certification Letter	Code HK DD	Code HK Division Files	Hardcopy	Schedule 5, Item 6. [5101]	Retire to FRC When No Longer Needed for Reference. Destroy When 25 Years Old
Procurement/ Grant Notice	Code HK DD	Code HK Division Files	Hardcopy	Schedule 5, Item 6. [5101]	Retire to FRC When No Longer Needed for Reference. Destroy When 25 Years Old